**Ventura College Department Chairs & Coordinators Council – Meeting Notes**

**1/22/2019 3:00-4:30 p.m. MCW-312**

**Present:** Andrea Horrigan, Bea Herrera, Bob Moskowitz, Cari Lange, Damien Pena, Deanna Hall, Eric Martinsen, Jeff Wood, Joe Selzler, Kamelia Algiers, Kim, Hoffmans, Laura Woyach, Lazaro Salinas, Marian Carrasco Nungaray, Mary McDonough, Michael Ward, Michelle Beard, Patty Wendt, Philip Clinton, Rachel Johnson, Raeann Koerner, Ralph Fernandez, Rocio Fajardo, Sandy Melton, Stacy Sloan Graham, Tom O’Connor

**Guests:** Asher Sund, Nathan Cole

**Recorder:**  Sebastian Szczebiot

**Minutes: Convened: 3:00**

| **Agenda Item** | **Summary of Discussion** | **Action due**  **by whom** |
| --- | --- | --- |
| 1. **WeLCOME/ANNOUNCMENTS** | Attached at end of notes |  |
| 1. **Approval of Meeting Notes** | Notes approved via consensus |  |
| 1. **General COuncil Announcements** | Requested Maintenance and Operations update: Jay Moore has retired and Martin has stepped in. Business Services Department is going through a shift in process and looking back at past work orders to see what has and hasn’t been completed. |  |
| 1. **vP REPORTS** | 1. VPSS   Reopening of Feed A Pirate Food Pantry has been successful and this resource is now open every day. VC is collaborating with Trader Joes, Vons, Foodshare, etc.  New Veteran Resource Center (VRC) Specialist, Jordana Ybarra-Telias, and MESA Specialist, April Montes, have been hired.  Currently in the process of Assistant Dean hiring search for East Campus.  Student Affairs is also hiring an Athletics Academic Counselor.  Career fair planning is gearing up – all participants have pledged to have jobs or internships available for VC students.   1. VPAA   Alix Wright volunteered to attend the meeting next month. Chairs however expressed that they would prefer to meet with the Chancellor in this regard to understand the vision and purpose – or perhaps not at all.  It was decided that the Academic Senate which is preparing a resolution on this matter should be able to act first on behalf of all faculty.  Senate does not support the district offering any classes of any kind.  Department Chairs feel that the district’s class offerings directly compete with VC and are misleading to students as well as the business community.  Department Chairs support VC Academic Senate’s stance. |  |
| 1. **SLO updates (Asher and Nathan)** | 3 key points to note:  SLO website: link “find an outcome” shows you what is being assessed each semester  Many of these processes are pilots, so please be understanding and bring it to Nathan’s/Asher’s attention if there are any bugs/glitches.  If outcomes to assess are not presented online, something went wrong during phase 2 packet submission – contact Nathan.  Also, with CourseLeaf roll out, there will be a new curriculum process: link for “Create or change an outcome” – shows all new forms that are being created for updating and revising curriculum with CourseLeaf.  Deadline for SLO updates for Fall is Feb 28th – this will hopefully give some breathing room to catch up. Workshops are being offered: “Bring your own data” day on Feb. 5, and Feb. 12 “Assessing with Canvass”  Tracdat is now “Improve” – if any chairs have trouble logging in, please contact Nathan/Asher. Access is also being limited so please let Nathan and Asher know if somebody doesn’t need to have a log on. | Nathan and Asher to send flyer to seb to send out, as well as a list of users with Improve access. |
| 1. **Prof. Dev. Semester Plan** | Tania and Sharon could not attend – Possibly can be rescheduled for further meeting. |  |
| 1. **Schedule, pal, longevity and arfs timeliness** | KA is concerned with timeline for receipt of ARFs and Longevity lists – No chairs received theirs before the schedule was due.  Longevity Lists - According to contract, employees roll off after 8 semesters if not employed. The list is not being consistently updated. Faculty who have no longer than 8 semesters are still on the list.  It was recommended that the chairs and deans meet individually with Ann Nelson to correct longevity list if errors exist.  It was suggested admin assistants should be given access, but need to be cautioned about forwarding information with 900 numbers.  The district is responsible for producing these in time – currently however, the list is not produced until February and the schedule is due in January. This means that chairs cannot use the most current longevity list – which does not follow the contract. The timeline was moved up for scheduling due to early registration in Spring (April).  BH commented that early registration was not negotiated. The district went ahead without the contract matching the new schedule. What were the benefits of this?  The original intent was to catch students before they leave for break, and to allow high school students the opportunity to enroll when they visit the campus during the Spring.  DTRW-SS is looking into evaluating these outcomes to determine the success of early registration. |  |
| 1. **DISCUSSION WITHOUT ADMINISTRATION** |  |  |
| 1. **Adjournment** | 4:18 pm |  |
| **Next Meeting** | **Feb 26, 2019** |  |

**Department Chairs & Coordinators Council Meeting Schedule**

**MCW-312 Conference Room 3:00 p.m. – 4:30 p.m. (4th Tuesday of Every Month)**

|  |  |  |  |
| --- | --- | --- | --- |
| **~~August 28, 2018~~** | **~~October 23, 2018~~** | **January 22, 2019** | **March 26, 2019** |
| **~~September 25, 2018~~** | **~~November 27, 2018~~** | **February 26, 2019** | **April 23, 2019** |

*Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the*

Office of Student Learning, Ventura College, 4667 Telegraph Road, Ventura, CA 93003 (805) 289-6464